


Policy Issuance System

	Louisiana Department of Health (LDH)	
	Policy Number	69.2
	Content	Explanation of the LDH Online Policy Issuance System
	Effective Date	February 18, 2014
	Inquiries to	Human Resources, Training and Staff Development P.O. Box 4818 Baton Rouge, Louisiana 70821-4818 (225) 342-6892 (225) 342-6477 FAX

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

The Louisiana Department of Health Policy Manual provides written guidance to staff responsible for effecting departmental policy. The LDH Policy Manual is maintained on the LDH Policy Website and may be accessed by anyone having internet access. The Division of Human Resources, Training and Staff Development (HRTSD) is responsible for coordinating and managing the LDH policy issuance system. Appointing authorities (both statutory and delegated) are responsible for assuring that policies under their jurisdiction are reviewed periodically and updated as needed to address changing circumstances. Appointing authorities are the officers and employees who are authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service.

II. PURPOSE

This policy provides a uniform system to create, update and review policies. Agencies shall comply with this policy, following a step by step review/approval process that includes Human Resources, Bureau of Legal Services, Assistant Secretaries/MVA Director, and the Executive Office.

III. APPLICABILITY

This policy is applicable to all LDH policies and procedures which 1) are initiated by the Office of the Secretary/Office of Management and Finance; or 2) affect more than one office or division.

IV. PROCEDURES – NEW AND REVISED POLICIES

Steps in Policy Issuance System

A. The policy issuance system consists of the following major steps:

1. Step 1: Initiating Section
 - a. The Initiating Section (meaning the office, division or section that initiates the policy) prepares a draft in standard policy format (Attachment A) along with an Explanation of the Policy (Attachment B).
 - b. It is the responsibility of the Initiating Section to obtain the respective division director's or assistant secretary's approval of the draft prior to submitting it to HRTSD.
 - c. The Initiating Section must submit the completed draft of the policy electronically to HRTSD along with an Explanation of the Policy (Attachment B).
2. Step 2: HRTSD
 - a. HRTSD determines that the draft conforms to the standard policy format and assigns an appropriate policy number and category whereby the policy can be identified in the LDH Policy Manual. The policy numbers are sequential numerals followed by a decimal indicating the version currently in use (for example, 1.1). Subsequent versions are indicated by sequential decimal numbers (for example, 1.2).
 - b. HRTSD reviews the policy to determine its impact on human resources policies/procedures and whether changes need to be made in either the proposed policy or human resources policies/procedures to assure consistency in LDH operations. Any issues resulting from HRTSD's review shall be resolved by HRTSD in consultation with the Initiating Section.
 - c. Once the draft is in final format, HRTSD forwards it, along with the Explanation of the Policy (Attachment B) to the Bureau of Legal Services & Assistant Secretaries/MVA Director for their review and comment.
3. Step 3: Bureau of Legal Services (BLS) & Assistant Secretaries/MVA Director Review
 - a. BLS - As part of his/her review, the LDH General Counsel or designee shall determine whether the policy falls under the rule definition of the Louisiana Administrative Procedure Act (APA) which requires publication in the *Louisiana Register*. If it is the opinion of the General Counsel or designee that the draft policy must be promulgated under the provisions of the APA, the General Counsel or designee will

coordinate this process with the Initiating Section in accordance with LDH Policy #63 Rulemaking Procedures.

- b. Upon completion of their review of the policy, the General Counsel and Assistant Secretaries /MVA Director or their designees will forward the draft policy to HRTSD if it is not required to be promulgated under the provisions of the APA. HRTSD is responsible for incorporating any changes resulting from the review process into the policy in consultation with BLS and the Assistant Secretaries/MVA Director.

5. Step 4: Executive Approval

- a. HRTSD forwards the final version of the policy along with the Explanation of Policy (Attachment B) and an Executive Approval Sheet (Attachment C) to the Undersecretary, Deputy Secretary and Secretary or designee (sequentially). If they are in agreement with the policy, they will indicate their approval in a written or electronic format.
- b. Upon approval by the Secretary, the policy (unless it requires approval by the Civil Service Commission) is posted by HRTSD on the LDH Policy Website. Staff will be advised of the availability of the new or revised policy via a LDH Today newsletter message.

B. Policies Requiring Approval by the Civil Service Commission

A policy that requires approval by the Civil Service Commission prior to its issuance will be returned to HRTSD following internal approval by the Undersecretary, Deputy Secretary and Secretary. HRTSD will forward the final policy to the Civil Service Commission. Upon approval by the Commission, HRTSD will post the policy on the LDH Policy Website.

C. Effective Date of Policies

Unless an alternate effective date is specified by the Initiating Section –

- a. The effective date of a policy **not** requiring approval by the Civil Service Commission shall be the date the policy is approved by the Secretary.
- b. The effective date of a policy requiring approval by the Civil Service Commission shall be the date the policy is approved by the Commission.

D. Housekeeping Changes

Housekeeping changes are those that do not change the meaning of the policy (such as updating references or inserting clarifying language). Housekeeping changes to policies may be made by HRTSD without going through the formal policy issuance process. Housekeeping changes shall be noted in the REVISION HISTORY section of the policy but shall not cause the effective date of the policy to change.

E. Timeframes for Processing Policies

It is important that policies be processed in a timely manner. Therefore, HRTSD will generally place a one-month turnaround for the review process unless a shorter turnaround is necessary

due to a deadline, emergency, etc. HRTSD is responsible for monitoring the timeliness of the policy issuance process.

VI. POLICY REVIEW

HRTSD will assure that all policies are reviewed annually and record the results in the REVISION HISTORY section of the policies.

VII. DISCIPLINARY ACTIONS

Violations of this policy may result in disciplinary action up to and including dismissal.


VII. REFERENCES

LDH Policy #63 Rulemaking Procedures

VIII. REVISION HISTORY

Date	Revision
April 1, 1976	Policy created
January 27, 1977	Policy revised
March 1, 1983	Policy revised
February 18, 2014	Policy revised
October 9, 2018	Housekeeping Change (Section VI added on page 4)
February 12, 2020	Housekeeping Change (Section I on page 1)

(Policy Title)

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I. POLICY STATEMENT

II. APPLICABILITY

This policy applies to...

III. DEFINITIONS

IV. POLICY PROVISIONS

V. RESPONSIBILITIES

VI. DISCIPLINARY ACTIONS

Any employee who violates this policy may be subject to disciplinary action up to and including dismissal from employment.

VII. REFERENCES

VIII. REVISION HISTORY

Date	Revision
	Policy created
	Policy revised

EXPLANATION OF POLICY

POLICY NUMBER:

SUBJECT:

CONTENT:

EFFECTIVE DATE:

EXPLANATION:

Why is the new/revised policy necessary?

What are the major highlights?

How will the policy be implemented?

Will this policy require approval by the Civil Service Commission prior to its issuance?

As a result of this new or revised policy, the following LDH policies need to be updated:

EXECUTIVE APPROVAL

POLICY NUMBER:

SUBJECT:

CONTENT:

EFFECTIVE DATE:

Undersecretary:

Date

Deputy Secretary:

Date

Secretary:

Date